

# APPLICATION FOR FIRE SERVICE WRITTEN ADVICE DANGEROUS GOODS FORM TO BE COMPLETED IN FULL

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## INFORMATION REQUIRED FOR MAKING AN APPLICATION FOR WRITTEN ADVICE (AWA)

Fire Rescue Victoria (FRV) strongly recommends that all applicants are thoroughly conversant with their responsibilities under the relevant regulations before submitting an AWA to FRV. Fees are applicable to all applications in accordance with the fee schedule.

**The following information should be included in electronic form with your AWA:**

- Application Form to be completed in full.
- Emergency planning information and procedural documents.
- Emergency Information Book and contents.
- Plans/drawings of the site/premises that show the following:
  - all boundaries, entrances, structures and names of relevant buildings
  - floor plan of all structures showing all doors and exits
  - the location of existing fire protection equipment and systems
  - drainage systems and provision for spill containment
  - location and class of all dangerous goods located on the site
  - the names of surrounding streets and an arrow displaying northern orientation. This information can be distributed across several plans/drawings of the site and any other relevant documents or evidence.
- A manifest, list, or register of, and the quantity, class, packaging groups, UN for packaged dangerous goods and bulk dangerous goods.
- Copies of condition report for installed fire protection systems and equipment (as per AS 1851:2012 (1.17.2), hydrant pressure and flow results, etc).
- Current correspondence from WorkSafe Victoria, including Improvement Notices (if applicable), and a copy of the WorkSafe Licence for Dangerous Goods.
- Documentation or evidence that the installed/proposed fire safety system is compatible with the hazards and risks at the facility/site and fit for purpose. This may include; fire safety studies, dangerous goods design reports, fire, explosion, and toxic risk assessments, hazardous area dossiers, static electricity assessments and static control plans

## INFORMATION COLLECTION AND DISCLOSURE

An AWA requires the applicant to provide information to FRV. An AWA also involves the collection of information about the applicant by FRV in the course of processing the AWA.

If the premises in relation to which the AWA is made are located in the country area of Victoria as defined by the *Country Fire Authority Act 1958* (Vic), FRV will disclose to the Country Fire Authority (CFA) the information provided by the applicant and collected by FRV in the course of processing the AWA. This is because the CFA has a legislative function to provide written advice for premises located in the country area of Victoria. By submitting an AWA to FRV, the applicant consents to FRV disclosing information provided by the applicant to the CFA. The applicant also acknowledges that in such cases, the written advice will be provided by CFA.

FRV may also:

- (a) be required to disclose the applicant's information to third parties in accordance with the *Freedom of Information Act 1982* (Vic) (FOI Act)
- (b) where permitted by law, provide personal information to WorkSafe Victoria or other regulatory authorities in relation to:
  - i. major hazard facilities, safety cases and prescribed mines as defined in the *Occupational Health and Safety Regulations 2017*
  - ii. risks, hazards to safety and incidents pursuant to the *Occupational Health and Safety Act 2004* (Vic)
  - iii. dangerous goods as defined under the *Dangerous Goods Act 1985* (Vic).

FRV treats personal information in accordance with the Privacy and Data Protection Act 2014 (Vic). FRV's privacy statement can be accessed at: [Privacy statement \(frv.vic.gov.au\)](https://www.frv.vic.gov.au/privacy-statement).

## APPLICATION FORM

(Please tick appropriate boxes and enter relevant details below)

WorkSafe Victoria Improvement Notice Issued

### Dangerous Goods (Storage and Handling) Regulations 2022

General Enquiry \_\_\_\_\_

Placarding (Regulation 48) \_\_\_\_\_

Fire Protection (Regulation 52) \_\_\_\_\_

Emergency Procedures (Regulation 53) \_\_\_\_\_

### Occupational Health and Safety Regulations 2017

Major Hazard Facility \_\_\_\_\_

### Miscellaneous Applications for Written Advice

Dangerous Goods (Explosives) Regulations 2022 \_\_\_\_\_

Battery Energy Storage System \_\_\_\_\_

Design Stage Application (R129) \_\_\_\_\_

## PREMISES DETAILS

Premises/Company Name: \_\_\_\_\_

Site Name: \_\_\_\_\_

Street No: \_\_\_\_\_ Lot No: \_\_\_\_\_ Street Name: \_\_\_\_\_

Town/Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Type of Business: \_\_\_\_\_

## APPLICANT DETAILS

Applicant Name: \_\_\_\_\_

Applicant Company: \_\_\_\_\_

Address: \_\_\_\_\_

Town/Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Email: \_\_\_\_\_ ABN: \_\_\_\_\_

## CONSULTANT DETAILS (if applicable)

Consultant Name: \_\_\_\_\_

Consultant Company: \_\_\_\_\_

Address: \_\_\_\_\_

Town/Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Email: \_\_\_\_\_ ABN: \_\_\_\_\_

## BILLING DETAILS

Please note that FRV will not invoice third parties. All invoices will be sent to the **applicant**.

FRV account number (if known): \_\_\_\_\_

Please provide the email address of your accounts department if you would like FRV to provide them with a copy of the invoice.

Accounts email address: \_\_\_\_\_

Further billing information, including government gazetted rates, is available at [www.frv.vic.gov.au](http://www.frv.vic.gov.au) located under Home > Safety > Dangerous Goods > Dangerous Goods Information; **'Fees for FRV Dangerous Goods advice and services'**.

Calculation of Travel:

When a site visit or inspection is required to be carried out, the calculation of travel time will be determined by the location of the nearest FRV office to the subject property.

FRV Office locations are:

- 450 Burnley Street, Richmond VIC 3121
- Level 3, 100 Brougham Street, Geelong VIC 3220
- Suite 203, Level 2, 148 Logis Boulevard, Dandenong South VIC 3175
- 1/10 Chisholm Street, Wangaratta VIC 3677
- 255 Melrose Drive, Tullamarine VIC 3043
- 29 Lockwood Road, Kangaroo Flat VIC 3555 (Co-located office with CFA)
- 195 Numurkah Road, Shepparton VIC 3630 (Co-located with CFA)
- 19 Learmonth Road, Wendouree Vic 3355 (Co-located office with CFA)
- 61-65 Mortlake Road, Warnambool VIC 3280 (Co-located with FRV Station No. 70)

## EMERGENCY INFORMATION BOOK ORDERS (EIB)

Facilities storing and/or handling manifest quantities (or above) of dangerous goods are required to have emergency information available to first responders.

FRV can supply EIB folders which are specially designed to arrange all your sites documentation in a systematic, colour coded format. FRV strongly advocates the use of this type of folder as it creates consistency of layout across your site.

Emergency information books will be invoiced at the following rates.

- \$65.00 each (incl. GST \$5.91) plus -
  - postage @ \$16.00 for single item only
  - postage @ \$20.00 for up to 4 items

**If you require an EIB to be supplied with this AWA, please complete the following:**

Postal Address (If different to above): \_\_\_\_\_

Town/Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Qty Required: \_\_\_\_\_ Mobile No. \_\_\_\_\_

Accounts Email for Invoicing (if Different to above): \_\_\_\_\_

### APPLICANT'S SIGNATURE

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### APPLICATIONS TO BE SUBMITTED TO:

**Email: [dgadmin@frv.vic.gov.au](mailto:dgadmin@frv.vic.gov.au)**

Please complete this form and submit with required documentation to the email address above.

**For any queries, please contact FRV's Dangerous Goods Unit at [dangerousgoods@frv.vic.gov.au](mailto:dangerousgoods@frv.vic.gov.au)**